

EDITED TASK LISTING

CLASS: ACCOUNTING ADMINISTRATOR II

NOTE: Each position within this classification may perform some or all of these tasks.

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| 1. | Implement, review, and follow-up on policies and procedures related to accounting operations utilizing State Administrative Manual (SAM), Generally Accepted Accounting Principles (GAAP), Financial Information Memorandum (FIM), CALSTARS, Inmate Trust Accounting Systems (ITAS), Departmental Operations Manual (DOM) and rules and regulations issued by Control Agencies to provide guidelines to departmental staff (i.e., accounting, management, other program staff). |
| 2. | At the direction of the Office of Financial Management (OFM), oversee the implementation and resolution of complex problems related to statewide issues that may impact divisions within the department's financial operations for standardization utilizing SAM, GAAP, FIM, CALSTARS, DOM, ITAS, and rules and regulations issued by Control Agencies. |
| 3. | Approve training needs as requested within the Accounting Office to allow for staff/career development and adequate training for assigned tasks utilizing sound management practices |
| 4. | Review and monitor internal controls, separation of duties, departmental audits and develop tools to prevent financial audit findings utilizing SAM, GAAP, FIM, CALSTARS, DOM, ITAS, and rules and regulations issued by Control Agencies. |
| 5. | At the direction of OFM, perform and prepare departmental peer review and spot audit reports to notify management of financial audit findings utilizing SAM, GAAP, FIM, CALSTARS, DOM, ITAS, and rules and regulations issued by Control Agencies |
| 6. | For accounting entities (i.e., RAO, headquarters, institutions, etc.) approve responses to audit findings identified by auditors and administer the preparation and implementation of a Corrective Action Plan to comply with SAM, GAAP, FIM, CALSTARS, DOM, ITAS, and rules and regulations issued by Control Agencies |
| 7. | Review, analyze and interpret financial reports to ensure the integrity of the department's financial condition and identify options for management's decisions utilizing SAM, GAAP, FIM, CALSTARS, DOM, ITAS, and rules and regulations issued by Control Agencies. |
| 8. | At the direction of OFM, coordinate the preparation of correspondence(s) for implementation and/or clarification of financial policies and procedures utilizing SAM, GAAP, FIM, CALSTARS, DOM, ITAS, rules and regulations issued by Control Agencies, and other departmental memorandum. |

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| 9. | At the direction of OFM, coordinate the communication with vendors, staff, and Control Agencies using the most efficient technology to successfully carry out accounting office operations utilizing SAM, GAAP, FIM, CALSTARS, DOM, ITAS, rules and regulations issued by Control Agencies, and other departmental memorandum |
| 10. | Coordinate and provide accurate accounting and fiscal data to requesting management and/or programs to meet the department's objectives utilizing SAM, GAAP, FIM, CALSTARS, DOM, ITAS, rules and regulations issued by Control Agencies, and other departmental memorandum |
| 11. | Approve and prepare timely employee evaluations and appraisals including probationary reports, annual performance reports, grievances, and follow-up on staff's performance as needed to continue staff development utilizing sound management and personnel practices |
| 12. | Consult with department managers, supervisors and representatives of control agencies on accounting and audit issues to promote sound fiscal practices utilizing SAM, GAAP, FIM, CALSTARS, DOM, ITAS, rules and regulations issued by Control Agencies, and other departmental memorandum |
| 13. | Under the direction of OFM, recruit, interview and approve recommendations on hiring packages for potential staff ensuring compliance with Equal Employment Opportunity (EEO) and personnel policies utilizing sound management and personnel practices. |
| 14. | Manage and prioritize resources to produce a safe/efficient work environment and timely/accurate fiscal records utilizing sound management practices. |
| 15. | Ensure accurate and timely completion of tasks assigned from the monthly accounting cycle utilizing SAM, GAAP, FIM, CALSTARS, DOM, ITAS, rules and regulations issued by Control Agencies, and other departmental memorandum |